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OFFICE OF PERSONNEL MANAGEMENT PUBLICATIONS

Digest of Significant Classification Decisions and Opinions *(3 Issues.) Presents decisions and opinions made by Office of Personnel Management which have, in their opinion, Government-wide impact. Subscription price: Domestic - $12.00 a year; Foreign - $15.00 a year. Single copy price: Domestic - $4.50 a copy; Foreign - $5.63 a copy. (DSCDO) (File Code 2O)* — **S/N 706-001-00000-0**

PM 1.40:

FED Facts:

Cost of Living Allowance for Federal Employees *The cost of living allowance (COLA) is an addition to base pay for Federal employees who work in certain geographic areas. Its purpose is to help compensate employees for price level differences between those areas and Washington, D.C. This publication may be purchased at a special price of $9.50 per 100 copies when mailed to one address.* 1981: Folder. — **S/N 006-000-01265-5** — **$1.75**

PM 1.25:17

Furlough *Provides brief information on furlough of Federal employees. This publication may be purchased at a special price of $11.00 per 100 copies when mailed to one address.* 1982: Folder. — **S/N 006-000-01293-1** — **$1.75**

PM 1.25:24

How Your GS Job is Classified and the Classification Appeals System *Provides information on Federal job classification standards, factor evaluation system, the employees part in classification, classification appeals, and where to obtain further information. This publication may be purchased at a special price of $11.00 per 100 copies when mailed to one address.* 1982: Folder. — **S/N 006-000-01263-9** — **$2.00**

PM 1.25:19/2

Meeting Your Financial Obligations *Describes Federal government policy concerning indebtedness of its employees. This publication may be purchased at a special price of $9.50 per 100 copies when mailed to one address.* 1980: Folder. — **S/N 006-000-01165-9** — **$2.00**

PM 1.25:8

Serving the Public: The Extra Step *This publication may be purchased at a special price of $12.00 per 100 copies when mailed to one address.* 1980: Folder. — **S/N 006-000-01176-4** — **$1.75**

PM 1.25:6

Severance Pay *Provides brief information regarding severance pay received when a Federal employee is involuntarily separated from government service. This publication may be purchased at a special price of $11.00 per 100 copies when mailed to one address.* 1981: Folder. — **S/N 006-000-01276-1** — **$2.00**

PM 1.25:23

Federal Civilian Workforce Statistics, Monthly Release *(Monthly.) Presents employment information on the Federal civilian workforce based on reports received from each department and agency in the Federal government. Subscription price: Domestic - $24.00 a year; Foreign - $30.00 a year. Single copy price: Domestic - $3.75 a copy; Foreign - $4.69 a copy. (FCW) (File Code 2E)* — **S/N 706-002-00000-6**

PM 1.15:

Federal Labor-Management and Employee Relations Consultant *(Biweekly.) Presents current information in the field of labor-management relations. Subscription price: Domestic - $28.00 a year; Foreign - $35.00 a year; no single copies sold. (FLMC) (File Code 2G)* — **S/N 706-003-00000-2**

PM 1.13:

Federal Personnel Manual *This manual consists of 20 basic or initial volumes, each of which will be kept current by the periodic issuance of maintenance material. Subscription service for each of these subscriptions includes supplementary material issued irregularly for an indeterminate period. In looseleaf form, punched for 3-ring binder.*

Basic Federal Personnel Manual *Subscription price: Domestic - $917.00; Foreign - $1,146.25. (FPMBC) (File Code 1A)* — **S/N 906-001-00000-4**

PM 1.41/3:

READEX FICHE

GP 3.22/2:

FPM Supplement 292-1, Personnel Data Standards *Subscription price: Domestic - $57.00; Foreign - $71.25. (FPMPD) (File Code 1M)* **S/N 906-004-00000-3**
PM 1.14/3:292-1

FPM Supplement 293-31, Basic Personnel Records and Files *Subscription price: Domestic - $65.00; Foreign - $81.25. (FPMPR) (File Code 1M)* **S/N 906-005-00000-0**
PM 1.41/3:293-31

FPM Supplement 296-33, Guide to Processing Personnel Actions *Subscription price: Domestic - $198.00; Foreign - $247.50. (FPMGP) (File Code 1M)* **S/N 906-006-00000-6**
PM 1.14/3:296-33

FPM Supplement 298-1, The Central Personnel Data File *Subscription price: Domestic - $29.00; Foreign - $36.25. (FPMCP) (File Code 1M)* **S/N 906-007-00000-2**
PM 1.14/3:298-1

FPM Supplement 298-2, The 113 Summary Data Reporting System *Subscription price: Domestic - $41.00; Foreign - $51.25. (FPMSD) (File Code 1M)* **S/N 906-008-00000-9**
PM 1.14/3:

FPM Supplement 335-1, Evaluation of Employees for Promotion and Internal Placement *Subscription price: Domestic - $25.00; Foreign - $31.25. (FPMEP) (File Code 1M)* **S/N 906-010-00000-3**
PM 1.14/3:335-1

FPM Supplement 337-2, Library of Rating Schedules *Subscription price: Domestic - $26.00; Foreign - $32.50. (FPMLS) (File Code 1M)* **S/N 906-011-00000-0**
PM 1.14/3:

FPM Supplement 410-1, Model Control System for Long-Term Training *Subscription price: Domestic - $32.00; Foreign - $40.00. (FPMMC) (File Code 1M)* **S/N 906-013-00000-2**
PM 1.14/3:

FPM Supplement 451-1, Incentive Awards *Subscription price: Domestic - $18.00; Foreign - $22.50. (FPMIA) (File Code 1M)* **S/N 906-014-00000-9**
PM 1.14/3:451-1

FPM Supplement 512-1 *See Job Grading System for Trades and Labor Occupations.*

FPM Supplement 532-1, Federal Wage System *Subscription price: Domestic - $125.00; Foreign - $156.25. (FPMCF) (File Code 1M)* **S/N 906-015-00000-5**
PM 1.14/3:532-1

FPM Supplement 532-2, Federal Fund Wage System, Nonappropriated Employees *Subscription price: Domestic - $70.00; Foreign - $87.50. (FPMWS) (File Code 1M)* **S/N 906-016-00000-1**
PM 1.14/3:532-2

FPM Supplement 711-1, Labor-Management Relations Program Provisions and Technical Guidance *Subscription price: Domestic - $29.00; Foreign - $36.25. (FPMMR) (File Code 1M)* **S/N 906-017-00000-8**
PM 1.14/3:711-1

FPM Supplement 792-1, Occupational Health Services for Federal Civilian Employees *Subscription price: Domestic - $15.00; Foreign - $18.75. (FPMOH) (File Code 1M)* **S/N 906-019-00000-1**
PM 1.14/3:792-1

FPM Supplement 792-2, Alcoholism and Drug Abuse Programs *Subscription price: Domestic - $10.00; Foreign - $12.50. (FPMDA) (File Code 1M)* **S/N 906-020-00000-9**
PM 1.14/3:792-2

FPM Supplement 831-1, Retirement *Subscription price: Domestic - $130.00; Foreign $162.50. (FPMR) (File Code 1M)* **S/N 906-021-00000-5**
PM 1.14/3:831-1

FPM Supplement 832-1, Social Security Retirement, Survivor and Disability Insurance, and Medicare Program *Subscription price: Domestic - $36.00; Foreign - $45.00. (FPMSS) (File Code 1M)* **S/N 906-032-00000-7**

FPM Supplement 870-1, Life Insurance *Subscription price: Domestic - $61.00; Foreign $76.25. (FPMLI) (File Code 1M)* **S/N 906-022-00000-1**
PM 1.14/3:870-1/982

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PM 1.14/3:890-1

FPM Supplement 990-2, Hours of Duty, Pay, and Leave, Annotated *Subscription price: Domestic - $27.00; Foreign - $33.75. (FPMDL) (File Code 1M)* **S/N 906-026-00000-7**
PM 1.14/3:990-2/

Federal Trainer *(Quarterly with 1 Special Issue.) Contains news and features pertaining to programs for training Federal employees. Subscription price: Domestic - $12.00 a year; Foreign - $15.00 a year. Single copy price: Domestic - $2.25 a copy; Foreign - $2.81 a copy. Special Issue: Domestic - $3.25 a copy; Foreign - $4.06 a copy. (FEDT) (File Code 2Q)* **S/N 706-005-00000-5**

PM 1.19/3:

Handbook of Job Analysis for Reasonable Accommodation *This booklet focuses on a job analysis process which can be used to plan and select appropriate actions necessary to accommodate handicapped individuals in specific jobs and work environments.* 1984: 16 p. **S/N 006-000-01304-0** **$1.00**

PM 1.28:720-B

Handbook of Occupational Groups and Series of Classes Established Under the Federal Position-Classification Plan *1958. Consolidated reprint 1979. Outlines the Office of Personnel Management position-classification plan and gives occupational groups and classes. Subscription service consists of the Handbook, reprinted to incorporate changes through Transmittal Sheet 85, and revised pages for an indeterminate period. In looseleaf form, punched for 3-ring binder. Subscription price: Domestic - $120.00; Foreign - $150.00. (HOGC) (File Code 1M)* **S/N 906-029-00000-6**

PM 1.8/2:958/rep.

Handbook of Reasonable Accommodation *Contains a definition of examples of actions that can be taken to accommodate handicapped individuals and also describes some factors to be used in determining whether there might be undue hardship if an accommodation is made.* 1980: 12 p. **S/N 006-000-01162-4** **$2.50**

PM 1.28:720-A

Handbook X-118: Qualification Standards for Positions Under the General Schedule *1951. Consolidated Reprint 1981. Furnishes current qualification standards for various grade-level occupations in the Office of Personnel Management, under the Classification Act of 1949. Subscription service consists of the Handbook, reprinted to incorporate changes through Transmittal Sheet 194, and monthly revised pages for an indeterminate period. In looseleaf form, punched for 3-ring binder. Subscription price: Domestic - $80.00; Foreign - $100.00. (HX118) (File Code 1M)* **S/N 906-030-00000-4**

PM 1.8/3:X-118

How to Contract for Personnel Measurement Projects *Covers the various administrative and technical phases of personnel measurement projects requiring the service of contractors. Emphasis is on development of selection procedures, but material also relates to other personnel measurement projects, such as performance evaluation, promotion appraisal, and productivity. Covers development of the Request for Contract (RFC), the preparation of the Request for Proposals (RFP), development of the statement of work, evaluation of proposals, selection of a contractor, monitoring contractor performance, and use of final products.* 1984: 76 p. **S/N 006-000-01302-3** **$3.00**

PM 1.8:C 76

How to Write Position Descriptions Under the Factor Evaluation System *Explains how to write position descriptions (PD) in the format required by the Factor Evaluation System (FES). Such descriptions are to be used for jobs in the General Schedule (GS) that will be classified by FES classification standards.* 1979: 32 p.; ill. **S/N 006-000-01054-7** **$3.75**

PM 1.8:P 84

Management: A Magazine for Government Managers *(Quarterly.) Focuses attention on important developments in the Office of Personnel Management. Subscription price: Domestic - $13.00 a year; Foreign - $16.25 a year. Single copy price: Domestic - $3.50 a copy; Foreign - $4.38 a copy. (CSJ) (File Code 2Q)* **S/N 706-006-00000-1**

PM 1.11/2:

Manual for Evaluating Applicants for Promotion of Federal Trades and Labor First-Line Supervisory Positions *Provides a systematic procedure for evaluating applicants for Federal trades and labor first-line supervisory positions.* 1982: 211 p.; looseleaf. **S/N 006-000-01287-6** **$8.00**

PM 1.8:Ap 5

Office of Personnel Management Salary Table Number 70 *Shows the General Schedule and Senior Executive Service rates as adjusted by Executive Order 12496, December 28, 1984. Also shows appropriate Federal income tax, retirement, FICA, and Medicare deductions.* 1984: 32 p. **S/N 006-000-01305-8** **$1.50**

PM 1.9:70

Pay Structure of the Federal Civil Service *Presents salary and wage information on the Federal civilian workforce based on reports received from each department and agency in the Federal Government. The three major pay systems included are the General Schedule, the Foreign Service Pay systems, and the Senior Executive Service.* 1985: 56 p.; ill. **S/N 006-000-01307-4** **$2.25**

PM 1.10/2:P 29/984

Performance Standards Handbook: A Reference for Managers and Supervisors *Presents procedures for developing employee performance standards and includes many examples. Based on information from various Government agencies.* 1981: 92 p. **S/N 006-000-01254-0** **$5.00**

PM 1.8:P 41

Personnel Literature *(Monthly and annual index.) Personnel Literature includes selected books, pamphlets, and other publications received in the Library of the Office of Personnel Management during the previous month. Periodical articles, unpublished dissertations, and microfilms are also listed. Subscription price: Domestic - $23.00 a year; Foreign - $26.75 a year. Single copy price: Domestic - $2.00 a copy; Foreign - $2.50 a copy. Annual Index: Domestic - $5.50 a copy; Foreign - $6.88 a copy. (PLM) (File Code 2M)*

PM 1.16: **S/N 706-007-00000-8**

Position Classification Standards for Positions Under the General Schedule Classification System *1981. Contains position classification standards of the Office of Personnel Management and changes in standards as they occur. Subscription service consists of a basic manual and bimonthly changes for an indeterminate period. In looseleaf form, punched for 3-ring binder. Selected individual Position Classification Standards are sold separately. Prices vary. Subscription price: Domestic - $230.00; Foreign - $287.50. (PCS) (File Code 1M)*

PM 1.30: **S/N 906-028-00000-0**

Putting Women in Their Place: The Federal Women's Program *Contains information about Federal women employees and American women in general, the history of women in the Federal service, the duties of Federal Women's Program managers, and the legal authority and requirements of the Federal Women's Program.* 1979: 20 p.; ill.

PM 1.2:W 84 **S/N 006-000-01081-4** **$2.25**

Representing the Agency Before the United States Merit Systems Protection Board, A Handbook on MSPB Practice and Procedure *Provides guidance on competent, effective representation and explains the MSPB appeals process. Prepared especially for legal, personnel, and other officials who serve with agency representatives, but should be useful to others.* 1984: 345 p.

PM 1.8:M 54 **S/N 006-000-01303-1** **$8.00**

Spotlight on Affirmative Employment Programs *(Quarterly.) Describes current activities and programs in the area of affirmative employment. Subscription price: Domestic - $11.00 a year; Foreign - $13.75 a year. Single copy price: Domestic - $3.00 a copy; Foreign - $3.75 a copy. (SOAEP) (File Code 2M)*

PM 1.18/3: **S/N 706-004-00000-9**

Taking Action on the Problem Employee *Provides information for the manager or supervisor on handling situations involving employees whose performance or conduct raise problems.* 1983: 22 p.

PM 1.28:751-A **S/N 006-000-01298-1** **$3.00**

Union Recognition in the Federal Government: Statistical Summary Reports Within Agencies, Listings Within Agencies of Exclusive Recognitions and Agreements as of Janunary 1985 *Consists chiefly of tables and statistics. Provides information on exclusive recognition granted to and agreements negotiated by the Federal government departments and agencies, including non-appropriated fund activities.* 1985: 524 p.

PM 1.47:985 **S/N 006-000-01308-2** **$19.00**

United States Office of Personnel Management Telephone Directory, 1985 *Includes a alphabetical directory, an organizatiional directory, and additional information.* 1985: 70 p.; ill.

PM 1.31:985 **S/N 006-000-01306-6** **$2.50**

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